

August 21, 2026

To: ALL Town Staff

Re: Election Advisory #7 – Directive to Town Staff re: Neutrality and Election Conduct

To promote fairness, impartiality, and public confidence in the 2026 Municipal and School Board Elections, the Municipal Clerk as Election Returning Officer is providing the following directive to Town Staff regarding the requirement to remain **neutral and impartial in respect of the Municipal Election** while acting in their official roles as Town employees.

[Town Policy No. 069 – Prohibition on the Use of Town Resources for Election Purposes](#), (the “Policy”) applies to all Town Staff, including full-time, part-time, temporary, students, co-operative placement, union employees, volunteers, and contract persons employed by the Town.

The Policy applies to ALL Town Staff

The following applies in accordance with the Policy:

Staff Neutrality:

Town Staff have a responsibility to ensure that no Candidate in this Election receives an unfair advantage through the use of Town Resources.

Town Staff must, while working or acting on behalf of the Town, remain politically neutral and impartial with respect to this Election.

Political discussion about this Election including discussion concerning any Candidates or their campaign activities must not take place during work hours, while serving the Town, or through the use of Town Resources or Facilities.

When Participating in Political Activities Personally

While Town Staff have a right to participate in political activities in their personal capacity; they must take care to clearly separate those activities from their employment with the Town. Town Staff, while engaging in such political activities while in their

personal capacity should also take care not to identify themselves as a Town employee or otherwise give the impression that they are speaking on behalf of the Town when engaging in those political activities.

For example, while engaging in political activities in their personal capacity Staff should:

- Participate in political activities only outside of work hours.
- Only use personal devices, accounts, clothing, transportation, and other resources, i.e. no Town-branded clothing.
- Avoid identifying themselves as a Town employee while actively campaigning.
- Not use their Town title, position, uniform, badge, logo, vehicle, or other Town identifiers in connection with campaign activities.
- Not use information, photographs, materials, contacts, or other resources obtained through their employment for campaign purposes.

Finally, we also remind Town Staff of the following requirements identified by the Policy:

- **Remain neutral while performing your duties.**
- **Keep personal political activity separate from your employment.**
- **Do not campaign while identifying yourself as a Town employee.**
- **Do not use Town resources for campaign activities.**
- **Do not produce, display, or distribute campaign materials using Town resources.**
- **Do not use Town technology for campaign purposes.**
- **Refer any Candidate requests to the Municipal Clerk.**
- **Do not provide preferential access or assistance to any Candidates or members of their campaign team.**

Consequences of Non-Compliance

Failure to comply with Policy No. 069 may result in a breach of the Towns [Employee Code of Conduct \(Policy No. 133\)](#) which may lead to corrective action as appropriate.

Maintaining Public Confidence

The expectation of neutrality is not intended to prevent Staff from exercising their personal rights or participating in the democratic process. Rather, it ensures that Staff

members' personal political activities are kept separate from their official responsibilities and that the **Town remains impartial throughout the Election.**

The Town's Policy specifically requires Staff to exercise care and due diligence to separate personal political activities from their official positions. This separation helps protect the integrity of the Election and maintain public confidence that Town Staff are serving all Candidates, electors, and members of the public fairly and impartially.

For further questions regarding this Advisory please contact the Municipal Clerk.